

Minutes of the Finance Committee
Wednesday, October 15, 2003

Chair Haukohl called the meeting to order at 8:45 a.m.

Present: Supervisors Pat Haukohl (Chair), James Behrend, Genia Bruce, Joseph Griffin, Joe Marchese and Bonnie Morris. **Absent:** Donald Broesch.

Also Present: Legislative Policy Advisor Mark Mader, Health & Human Services Committee Chair Ken Herro, Veterans' Services Director John Margowski, Senior Services Director Cathy Bellovary, Health & Human Services Director Peter Schuler, Budget Manager Keith Swartz, Senior Financial Analyst Clara Daniels, Senior Financial Analyst Andy Thelke, Senior Financial Analyst Steve Krafcheck, Chief of Staff Allison Bussler, County Executive Dan Finley.

Public Comments

County Executive Dan Finley introduced his new Chief of Staff Allison Bussler.

Executive Committee Report

Haukohl advised of the following issues discussed at the last Executive Committee meeting.

- UW-Extension 2004 Operating Budget
- Resolution on the 2004 Tax Freeze
- Presentation on the HazMat reponse team
- Consideration of the 2004 Operating Budgets for the Federated Library System and Non-Departmental

Schedule Next Meeting Dates

- October 20 – a.m./p.m.
- October 27 – a.m./p.m.

Discuss and Consider the 2004 Operating Budget for the Department of Veterans' Services

Margowski was present to discuss the Veteran's Services 2004 operating budget as outlined in the budget book. He covered the following areas: mission, financial summary, position summary, departmental objectives and major departmental strategic achievements. Total expenditures for 2004 are \$243,704 and total revenues are \$13,000 for a tax levy increase of \$10,940 or 4.98%. There were no changes to the positions summary in this budget 2004. Margowski also explained the following programs: Information Assistance and Veteran's Service Commission.

Herro and Margowski explained an amendment to the Veteran's Services budget that relates to Veteran indigent burial costs. The amendment increases operating expenses in the Information Assistance Program \$4,500 to fund estimated costs of Veteran indigent burials and related headstone placement costs previously funded with all indigent burial costs in the Health and Human Services budget to comply with state statutes s45.16 and s45.18 by shifting \$1,000 from the Veteran's Commission operating expenses and increasing tax levy by \$3,500.

MOTION: Marchese moved, Behrend second, to tentatively approve the 2004 operating budget for the Department of Veterans Services as amended. **Motion carried:** 6-0.

Discuss and Consider the 2004 Operating Budget for the Department of Senior Services

Bellovary was present to discuss the Department of Senior Services 2004 operating budget as outlined in the budget book. She covered the following areas: mission, financial summary, position summary (FTE), departmental objectives and major departmental strategic achievements. Total expenditures for 2004 are

\$3,338,507 and total revenues are \$1,932,149 for a tax levy increase of \$24,196 or 1.8%. Bellovary also explained the following divisions: Information and Assistance, Case Management, Benefit Specialist, Community Services, Transportation Services, Adult Day Care, Administrative Services, Home-Delivered Meals and Congregate Nutrition.

Haukohl said she has concerns with the decrease in FTE positions and the increase in telephone calls. Bellovary said they have been looking at office procedures and staffing to see how they can best direct the work of all staff. They are hoping that by working with the volunteers and Title 5 staff person, they will be able to work around this issue. Year-to-date, they are 700 calls ahead of total calls for 2003. They are working to find the best way to direct the workflow.

The Benefit Specialist managed to recover \$701,521 in benefits for senior clients. Approximately 35% of clients using benefit specialist services have more than one case open during a year. The Benefit Specialist has an average of 100-120 open cases at any one time. Each case varies in complexity and time. With no change in staffing levels, the number of clients served is expected to remain unchanged. The increase in the number of cases per client is expected to increase.

In the Adult Day Care Program, an additional 272 days of adult day care, an increase of 11.3% from the 2003 estimate, will raise the number of people served from 35 in the 2003 estimate to 39 projected in 2004. On average, 1.3 days of care per week per client are subsidized through the program.

In the Administrative Services Program budget, there are 2.65 FTE positions which are filled by eight different people at various percentages.

In the Home-Delivered Meals Program there will be a conversion of seven site manager positions from seasonal to regular part time classification beginning in 2004 which is reflected in the increased personnel costs. Bellovary said some of the site managers have been working with these programs for more than 20 years. She felt that it was ethically correct to make this change since grant money became available to fund this conversion of staff members.

Bellovary said the Administration on Aging established core nutrition risk definitions that are incorporated into the Nutrition Check Plus screening tool to determine nutrition problems that could interfere with future health and independence. A department strategic objective addresses the need to reduce high risk scores. Risk is assessed annually or more frequently as warranted.

Bellovary said the Congregate Nutrition Program budget contains no tax levy while the Home-Delivered Meals Program has \$188,006 of tax levy.

MOTION: Griffin moved, Bruce second, to tentatively approve the 2004 operating budget for the Department of Senior Services. **Motion carried:** 5-0.

Discuss and Consider the 2004 Operating Budget for the Department of Health & Human Services
Herro gave information on the Department of Health and Human Services. This budget contains significant growth of 5.06% of tax levy. This increase includes \$100,000 of funding for the Criminal Justice Collaborating Council that was not previously in this budget. Other increases in the 2004 budget are from the increased costs of medical services, pharmaceuticals and the cost to continue personnel costs. Contributions from the state for state mandated programs have not increased yet the cost to run the programs has continued to increase.

Schuler was present to discuss the Department of Health and Human Services operating budget as outlined in the budget book. He covered the following areas: mission, financial summary, position summary, departmental objectives and major departmental strategic achievements. Total expenditures for

2004 are \$72,524,415 and total revenues are \$54,660,698 for a tax levy increase of \$860,014 or 5.06%. This increase includes the first-time inclusion of the Criminal Justice Collaboration Council budget.

Schuler reviewed the Criminal Justice Collaborating Council (CJCC) budget as found on pages 161 and 162. He said for every 24 hours a Huber inmate participates in the Community Program in a community service activity, one Huber jail day is taken off their sentence. Operating expenses include contracted pretrial screening services which are budgeted at \$90,200. This is unchanged from 2003 budgeted levels. Operating expenses include \$72,800 for coordinator and criminal justice consulting services as well as funding for strategic planning, training and office related expenses. Operating costs also include \$44,000 for the Community Transition Program (CTP) an increase of \$34,800 from 2003 budgeted levels.

He said no county positions are budgeted for CJCC activities. Personnel costs related to case management continue to be budgeted within the Mental Health Outpatient program budget. Contracted Community Support (CSP) programming increases \$3,575 to \$35,400 and provides an increase of coordinator hours from 24 to 29 hours per week. This is a collaborative program funded through general government revenues of \$17,700, an increase of \$1,788, from the Wisconsin Department of Corrections. \$17,700 is county tax levy. Operating costs also include \$50,000 for contract services for future program implementation.

Supervisor Marchese returned at 12:10 p.m.

Messinger presented the 2004 operating budget for the Intake and Shared Services Division. He then outlined the division objectives as found on page 142 of the budget book. Messinger reviewed the Intake and Support Shared Services program including the program description, performance measures, positions summary, financial summary, program highlights and activities. Operating expenses for the Intake and Shared Services program decrease primarily reflects a \$192,300 decrease in childcare initiative funded through the State of Wisconsin Community Care Initiatives Grant dollars and also decreased crisis respite child care costs of \$25,000, partially offset by provider contract increases which generally ranged from 0-3%. Personnel costs for this program reflect general wage and health insurance increases.

Messinger reviewed the Economic Services Administration and Support program including the program description, performance measures, positions summary, financial summary, program highlights and activities. Total expenditures for 2004 in this program are \$3,162,895 while total revenues are \$3,218,324. There is a negative tax levy for this program in 2004 of -\$55,429. The increase in Personnel Costs reflects general wage and health insurance increases and the redistribution of various agency support staff previously charged to this account. Operating expenses decrease reflect a reduction of the Wisconsin Home Energy Assistance Program of \$20,000, various reductions of \$570,000 (\$330,000 of which was levy) related to the elimination of the BASIC medical program and discontinued reimbursement to funeral providers for deceased indigent adults of \$30,000.

Messinger said the county is staying at the Workforce Development Center through 2004 because that is when the ten-year contract expires. Operating expenses also include projected 2004 costs of \$90,000 related to moving Workforce Development Center based Economic Support Staff back to the Human Services Center (effective January 1, 2005) and renovating the third floor of the Human Services Center for the return of this staff. They will be able to get some of the \$90,000 refunded by the Federal Government after the renovations are completed. There are many costs that used to be picked up by ACS at the Workforce Development Center that they can no longer afford such as clerical and postage. Operational expenses connected with the Workforce Development Center include: contracted clerical and pre-screener services (\$73,000), rent (\$30,158) and supplies and equipment (\$37,000). Some of the shared costs at the Workforce Development Center include: reception staff, meeting rooms, marketing staff, etc.

The committee took a break for lunch. Supervisor Behrend alerted Supervisor Haukohl that he would not be returning after lunch. Supervisor Bruce was unable to return after lunch due to a family illness.

Messinger reviewed the 2004 budget for the Children and Family Services Division beginning with the objectives. He then reviewed the Birth to Three Program 2004 operating budget including program description, performance measures, program highlights and activities. Total expenditures for this program in 2004 increased \$16,659 to \$778,000 while revenues remained unchanged at \$602,676. The tax levy for this program is \$175,324 which is an increase of \$16,659. The 2004 budget continues the transition to providing services in natural environments including providing training to Birth to Three staff, developing Interventionist Teams and providing speech therapy using the parent trainer as described in the Hanen Model.

Messinger reviewed the Child and Family Services Program including program description, performance measures, financial summary, highlights and activities. He said personnel costs increase \$80,942 associated with the creation of a 1.0 FTE Human Services Supervisor position. The increased position costs are mostly offset through the abolishment of 1.00 FTE Social Worker Position previously budgeted in 2003 within the Juvenile Court Program. The position change results in a net expenditure increase of \$19,435. The social worker position is abolished and a supervisor position created to respond to the increase in the supervisory monitoring required and to supervise a child protection unit. The current supervisor works in excess of ten weeks of overtime per year. The need for additional supervisory staff is also related to the institution of the Wisconsin Model which will improve the child welfare program in Wisconsin, reduce risk management and improve the safety of children. This new model changes the total workload and workflow and requires additional checks and balances by supervisory staff.

Messinger reviewed the Parent Services Alternate Care program as outlined in the 2004 budget book including program description, performance measures, positions summary, financial summary, highlights and activities. In 2004, budgetary numbers are based on having 130 children in foster care, 20 children in group homes, 46 children in residential care centers and 13 terminations of parental rights. Eighty-five to one hundred percent of children in alternate care were court-ordered placements. Total 2004 expenditures are \$5,024,932 and revenues are \$1,444,805. The tax levy for this program in 2004 is \$3,580,127 which is an increase of \$78,378.

Messinger said Mireles has been researching an additional source of funding for alternate care placements. Messinger said Mireles has found a federal program that passes money through the state that will reimburse legal services for this population. He estimates \$26,000 for the reimbursement of legal fees in 2004. Kuntz said Corporation Council staff helped him come up with this estimate. Schuler would like the budget amended to increase Parent Services/Alternate Care interdepartmental expense appropriations by \$26,000 to purchase additional legal services in order to expedite child placement cases and increase Health and Human Services Parent Services/Alternate Care program general government revenue by \$26,000 reflecting the additional Federal IV-E revenue made available to Health and Human Services to fund expanded child placement legal services.

Schuler reviewed the objectives and achievements of the Adolescent and Family Services Division. Next he reviewed the Adolescent and Family Services program including: program description, performance measures, financial summary, positions summary, highlights and activities. The 2004 expenditures for this program are \$1,518,208 and the revenues are \$646,684. The total 2004 tax levy is \$871,524 which is an increase of \$59,389. This program employs 19.56 FTE positions. The increase of personnel costs reflects general wage and health insurance increases.

Schuler explained the Juvenile Court Services program 2004 operating budget including program description, performance measures, staffing, financial summary, highlights and activities. Staffing in this program was reduced from 20.51 to 19.51 due to the abolishment of one position. This position

abolishment provides base funding for the creation of a Human Services Supervisor position within the Child and Family Services Division in response to increased workload demand in that area. In 2004, this program will serve 500 juveniles. The 2004 average daily population of juveniles in state correctional institutions is 4.4 which will cost Waukesha County \$277,396.

Schuler reviewed the Juvenile Center program 2004 operating budget. This program is 100% compliant with licensing codes. The program provides 24-hour care and supervision to delinquent and status offender juveniles who are court-ordered to be held in detention at the Juvenile Center. In 2004, there are no changes to staffing. Voss then went over the financial summary, highlights and activities. General government revenue decreases reflect lower federal funding for meal expenses. Charges for services increase \$11,625 due to an increase of \$25,000 in client fees which result from the increase in child care days partially offset by a \$13,375 decrease in out-of-county placement revenues.

Schuler discussed the Clinical Services Division 2004 operating budget as outlined in the budget book. He started his presentation by reviewing the division's 2004 objectives as outline on pages 142 and 143 of the budget book. Next he reviewed the Mental Health Outpatient and Support Services including program description, performance measures, staffing, financial summary, highlights and activities. In 2004, they will try to have 60% of overall patient participation in outside meaningful activity in the community support program. Operating expenses have increased significantly due to increases in the costs of drugs and pharmaceuticals, medical services and the need to have a budget for overflow for the first time.

Schuler said Mental Health Outpatient contractual expenditures increase \$60,306, which includes first time budgeting of \$45,000 to provide local hospitalization and medical support as an alternative to using State Mental Health Institutes on occasions when the Mental Health center is full. The department includes approximately 75-100 days of care associated with overflow. This initiative is expected to reduce the number of placements at the state institutes and related expenses such as Sheriff conveyance costs.

Shuler said total expenses for Mental Health Outpatient and Support Services increase \$496,140 or 6.52% and reflect continued rapid increases in medication costs and contractual services for residential placements and community services. Revenue increases \$277,817 or 12.01% resulting in a \$218,323 or 4.12% increase in levy. The Mental Health Outpatient budget is divided into four functions service provision areas. These areas are Community Support Program, Residential Services, Day Treatment Program and Outpatient Clinic. The goals of these functional areas are to manage clients in the least restrictive manner for the client and the most cost effective manner for the county. It is important to note that clients are likely to receive service from more than one of these programs as well as inpatient services as they interact with the mental health systems.

Schuler said one policy issue that limits the Developmentally Disabled and Mental Health areas is the use of COP dollars. The COP program is designed to help disabled people, either elderly or young, stay in their homes. Over the years the state has ejected these people from nursing homes. COP needs to change. The highest proportion goes to the elderly and that directly influences levy.

Schuler said the Alcohol and Other Drug Abuse (AODA) Outpatient Clinic and Support Services operating expenses include inflationary increases for residential contracts (3%), increased halfway house days of \$50,000 (749 additional days) and \$35,000 for a locked dual diagnosis program to reduce institute placements.

Schuler reviewed the Mental Health Center Fund which includes Hospital Inpatient Service Program. The major highlight of the center is the creation of the Registered Nurse position. Registered Nurses are the hardest commodities to get. Pool nurses are very expensive. It makes sense to create the position because it will be more effective, cost effective and better for the patients. This position will be developed as two 0.50 FTE regular part time positions and funded through the reduction of 1.12 FTE extra help Registered

Nurse positions. This is based on current census reports that have been very high. Personnel costs also reflect the transfer of a 0.50 FTE Account Clerk II to the Human Services Fund to facilitate administrative cost reporting. Major base operating expenses increases include: medication expenses, medical services, food service and transportation. Operating expenses also include \$24,953 in one-time expenses necessary to retrofit patient rooms with safer hardware and fixtures as recommended by state engineering staff.

Schuler said the Administrative Services Division actually covers the department as a whole. This division handles the majority of the business dealings for the entire department. Schuler began by outlining the divisional objectives found on page 142 of the budget book. He said with the implementation of HIPAA, they need to make some changes to the facility in order to be HIPAA compliant. He gave a quick update on SACWIS. The county received a letter from the state last week notifying the county that we will not be able to go ahead with a future, capital plan to integrate with the SACWIS system instead of hooking up to it. He then reviewed the Administrative Services 2004 Operating Budget found on page 147 of the budget book. In 2003 the State of Wisconsin began a new time allocation system, the Random Moment Time Study, to document staff effort. The results are used to more accurately allocate administration and overhead costs to federal, state and local programs. Staff members performing administrative functions are to be assigned 100% to a cost center and not be split. As a result of this new program, personnel costs reflect the transfer of staff to fulfill this requirement. General Government revenues increase \$100,000 from the results of a new funding source called Community-Based Medical Assistance Claim (CBMAC) that enables community based providers to recover federal funds for Medicaid Administrative activities performed by agency staff based on the results of the Random Moment Time Study. The increase is offset by a decrease of the Basic County Allocation of \$6,670. Schuler explained to the committee that the reclassification of the Typist I/II to Clerk I in this division was voted against by the Personnel Committee. Messenger said Human Resources reviewed this position and agreed that it should be changed to the Clerk I position.

Messenger said the Long-Term Care Fund provides county administration of human services programs funded by county, state and federal dollars. Major sources of revenue include: county funds, Social Security/Supplemental Security Income, Community Options Program (COP) funds and Community Integration Program (CIP) funds (Wisconsin Medical Assistance Waiver Programs). This fund has total expenditures in 2004 of \$31,207,896, revenues of \$29,408,135 and tax levy of \$1,799,761. The estimate of 2003 expenditures for this division exceeds the 2003 adopted budget. Kutz said his staff is putting together an ordinance to handle this overage.

Messenger reviewed the Adult Protective Services/Community Care Program. This program provides cost effective service intervention for vulnerable adults to ensure their safety and well being, protects them from exploitation and harm, and preserves their maximum level of personal independence. This program also administers the Alzheimer's Families Caregiver Support Program. Some people in this program are court-ordered or mandated. He reviewed the performance measures, staffing, highlights, financial summary and activities. This program serves approximately 400-500 clients.

Messenger reviewed the Developmental Disabilities Services Program including program description, performance measures, staffing, financial summary, highlights and activities. This program serves adults and children. Expenditures in this program area are funded through a combination of Medical Assistance, Community Aids and tax levy. In 2004 total expenditures for this program are \$11,499,498 and revenues are \$ 9,692,948. The 2004 tax levy is \$1,806,550 which is a reduction of \$124,714.

Schuler discussed the Public Health Division 2004 operating budget including the departmental objectives as outlined in the budget book. Total expenditures for 2004 are \$3,016,774 and total revenues are \$994,934 for a tax levy increase of \$33,577 or 1.7%.

Schuler reviewed the Administration Program including program description, performance measures, staffing, financial summary, highlights and activities. In 2004, the program will increase the number of total multiple communication systems in place to ensure timely response to Public Health threats including bioterrorism. The systems will include the use of telephones, fax, Email, telecommunication device for the deaf (TDD), language line, Fax Blast, radios and Blackberry units. Personnel costs reflect general wage and employee benefit cost increases mainly offset by the transfer of \$7,500 for 0.20 FTE Public Health Technician to the Child Health Program and a \$2,181 transfer of 0.06 FTE Public Health Technician to Communicable Disease and a \$1,200 or 0.03 FTE decrease in overtime. Operating expenses and Interdepartmental charges are reduced due to a \$24,269 reduction of the Prevention Grant funding which is reflected in the General Government revenues. There are funds in this budget to cover the costs of on-call translators to be used as needed.

Schuler next reviewed the Child Health Program 2004 operating budget. This program has 4.65 FTE positions which is an increase of 0.20 from the prior year. The personnel costs reflect general wage and employee benefit cost increase and the transfer of \$7,500 for a 0.20 FTE Public Health Technician from the Administration Division as a result of redirecting program emphasis due to grant funding changes.

The Women, Infant and Children Nutrition (WIC) federally funded program provides nutrition assessments for prenatal and postpartum lactating mothers, infants under one year and children through five years of age. Nutrition recommendations are offered with corresponding vouchers specifically outlining food purchases that will remedy nutritional deficits. Operating expenses decrease primarily due to a reduction in two off site WIC Program satellite sites. General government revenue reflects an increase in the 2004 WIC grant funding allocation. From July 1, 2002 to June 30, 2003, WIC food vouchers supplemented Waukesha County commercial food vendors by \$1,435,689 and local Waukesha County produce farmers by \$30,000.

The Public Health Division provided annual health screenings to the Waukesha County Mental Health Center Day Treatment and Community Outreach patients. Seventy-one patients were screened. Thirty-eight patients with medical problems were identified. All 38 patients received medical treatment. Early medical treatment reduces psychiatric relapses. Schuler said this can cause significant savings for the Mental Health Center because we are responsible for the total health of the population.

Schuler said the Communicable Disease Control Program covers the following health issues: communicable diseases, food-borne outbreaks, OSHA standards and blood borne pathogens, Hepatitis B and C in the county. They have a difficult time filling all of the nursing positions due to the shortage of registered nurses. General government revenue is decreasing by \$12,966 due to the discontinuation of the Supplemental Immunization Grant. Charges for services revenue is budgeted to increase based on an increase in the number of influenza immunizations and a \$2 or 11% fee increase.

Schuler reviewed the Sexually Transmitted Disease Program including program description, performance measures, staffing, financial summary, highlights and activities. In 2004 they will offer more classes and screenings for sexually transmitted diseases. This is a cost to continue budget.

The last program in this budget is the Community Health and Disease Surveillance. This program is responsible for the monitoring of the incidence and prevalence rates of emerging countywide public health problems, preventable chronic diseases, communicable diseases and environmental disease related issues. This program provides statistical research, analysis and evaluation to the county health report card and carries out community requested studies of diseases impacting a specific locale.

Schuler said in the Public Health Division, they are requesting to abolish a Programs and Projects Analyst and create an Epidemiologist. By having a position termed epidemiologist, the county will be able to retain and secure an Epidemiologist. The county has an employee who is qualified for the position of

Epidemiologist. This position is a new position that has a different job description and job skills than the Programs and Projects Analyst position. The county will need this position for future issues. The money is in the budget. The funding for this position is spread out over the Division's budget. The Personnel Committee approved this position.

Messinger explained to the committee that the reclassification of the Typist I/II to Clerk I in the Administrative Division was voted against by the Personnel Committee. Messinger said Human Resources reviewed this position and agreed that it should be changed to the Clerk I position.

MOTION: Morris moved, Griffin second to tentatively approve the 2004 operating budget for the Department of Health & Human Services as amended. **Motion carried:** 4-0.

Discuss and Consider Issues Presented at the October 14th Finance Committee Public Hearing

No public attended the October 14th Finance Committee Public Hearing so this issue was not discussed.

Motion to Adjourn

MOTION: Griffin moved, Morris second, to adjourn the meeting at 4:40 p.m. **Motion carried:** 4-0.

Respectfully submitted,

Joseph F. Griffin
Secretary